

**Requisition Seeking Sponsorship from DGR / DRZ**  
**for ESM Security Agencies for Limited Tender Enquiry**

1) I \_\_\_\_\_ for and on behalf of M/s \_\_\_\_\_ hereby undertake the following prior to seeking sponsorship of DGR empanelled security agencies at \_\_\_\_\_ (Area) in the jurisdiction of my organization.

(a) That whilst seeking sponsorship of / awarding contract to DGR sponsored security agency, the Principal Employer (CPSU), i.e. M/s \_\_\_\_\_ shall abide by the provisions of GOI MoD OM No 28(3)/2012-D(Res-I) dated 09 Jul 2012 and its subsequent amendments, if any, issued from time to time.

(b) The principal employer, i.e. M/s \_\_\_\_\_ shall submit half yearly returns of the security guards status, including Ex-Servicemen guards, employed by the security agency, to DGR so that the stipulated percentage & strength of ESM guards can be ascertained by DGR. These reports shall be authenticated by the Authorized Representative of the Principal Employer, i.e. M/s \_\_\_\_\_ and sent to DGR on 01 Jan & 01 Jul of each year.

(c) Intimation will be given to DGR regarding the award of contract with the details of the successful security agency. Details / Reasons will be intimated if the contract is not entered into.

(d) Intimation will be given to DGR regarding cancellation / extension of the contract.

**2. Requisition for seeking sponsorship of ESM Security Agencies for limited tender enquiry.**

|     |  |  |
|-----|--|--|
| (a) | Name of PSU / Principal Employer   |  |
| (b) | Corporate & Correspondence Addresses of the Principal Employer   |  |
| (c) | Name & Designation of the Authorized Representative of the Principal Employer  |  |
| (d) | Tele No with STD Code of the Authorized Representative of the Principal Employer Office & Mobile No  |  |
| (e) | Fax No with STD Code of the Authorized Representative of the Principal Employer  |  |
| (f) | Letter No & date vide which Requisition for security agencies forwarded to DGR (Mandatory field. Unique Number / ID for each Requisition be given) |  |
| (g) | Official E-mail id of the Authorized Representative of the Principal Employer  |  |
| (h) | Location(s) District & State where Security guards are proposed to be deployed   |  |
| (i) | Type of guards required in confirmation with <b>State PSARA Rules</b> (Armed / Unarmed / Supervisor)   |  |
| (j) | Type & Number of Guards required in each location  |  |

|     |   |  |
|-----|---|--|
| (k) | No of posts to be manned  |  |
| (l) | Total No of guards required (Armed + Unarmed + Supervisor)  |  |
| (m) | Scheduled / Expected date of commencement of the Proposed Contract  |  |
| (n) | No of security agencies / Corporations required by limited tendering  |  |
| (o) | Duration of Contract<br>(a) 2 years and extendable for another 2 years. (ref <b>para 19 of OM</b> )<br>(b) Reasons if specifically required for only 1 year |  |
| (p) | Any other relevant information.   |  |

### 3. Details of previous contract.

|     |   |  |
|-----|---|--|
| (a) | Name of Security Agency /Corporation providing service at present & its DGR Empanelment No. |  |
| (b) | Date of commencement of previous contract(s)  |  |
| (c) | Date of expiry of previous contract(s)  |  |
| (d) | No of guards deployed by the present Security Agency / Corporation / Company                |  |
| (e) | Performance of Guards deployed by the present Security Agency / Company / Corporation       |  |

Official Stamp  
Date & Place

Signing Authority

| <b>Correspondence Address</b>   | <b>Tele Fax No</b>                                    | <b>E-mail Id &amp; Website</b>   | <b>Remarks</b>   |
|---|---|--|--|
| Jt Dir [(Emp)(E&R)]<br>Directorate General Resettlement<br>Dept of Ex-Servicemen Welfare<br>Ministry Of Defence, Govt of India<br>West Block-IV, RK Puram<br>New Delhi - 110066 | Tele :-<br>011-26192357<br><br>Fax :-<br>011-26171456 | <a href="mailto:ercelldgr@desw.gov.in">ercelldgr@desw.gov.in</a><br><br><a href="http://www.dgrindia.com">www.dgrindia.com</a> | Requisition to reach DGR <b>three (03)</b> months before commencement of the new contract. |